

Board of Education Workshop
Monday, August 14, 2023
4:30 PM
Board Room
214 - 1st Ave NE
Buffalo, MN 55313

MINUTES

Present: Amanda Lawrence, Bob Sansevere, Adam Bjorklund, Sue Lee, Sheila Smude
Absent: Melissa Brings, Matt Hoffman

1. Student/Parent Handbooks

A. Elementary - Mat Nelson, Discovery Principal

Update dates, calendar, directory information including student contact information along with parent contact information.

B. Buffalo Community Middle School - Katie Gohl, Buffalo Community Middle School Assistant Principal

Information regarding free meals, directory information, tardies and cell phone use. This handbook is placed in the student binders.

C. Buffalo High School - Ed Cox, Buffalo High School Assistant Principal

Information regarding directory information, crisis hotline, free meals, trimester daily schedule, WTC schedule, graduation requirement changes due to trimester schedule, ACT test clarification, use of AI for classwork, Academic Awards due to trimester schedule, active shooter drill, public notice regarding student surveys.

D. ECFE, School Readiness Preschool and ECSE - Kim Carlson, Community Education Director and Amy Ernst, Special Services Director

Combined the two handbooks. Removed sibling care language, revised directory information and merged language that was included in both handbooks.

E. Volunteer and KidKare - Kim Carlson, Community Education Director

Volunteer – no changes.

KidKare – calendar including Juneteenth, special needs, communication venues, expected behaviors

2. School Board Report Calendar - Scott Thielman, Superintendent

Shared reports that are scheduled for presentation to the school board throughout the year. This is flexible and will be revised as needed.

3. Directors 2022-23 End-of-Year Reports

A. Special Services - Amy Ernst, Special Services Director

Reported on three goals – comprehensive PD resources; implementation of Ukeru System (crisis management); development of a parent engagement activity for PK-21 families. Shared goal with CE – develop plan and process for transitioning into kindergarten.

B. Community Education - Kim Carlson, Community Education Director

Reported on three goals – increase opportunities within BHM Early Childhood and School Readiness programs; develop an Out-of-School Time Crisis Plan; decrease community education budget deficit. Shared goal with Special Services – develop a plan and process for transitioning into kindergarten

C. Technology - Mat Nelson, Technology Director

Reported on three goals – improve wireless internet access; provide high quality customer support; provide high quality Infinite Campus training.

D. Teaching and Learning - Pam Miller, Teaching and Learning Director

This report will be presented at the September workshop.

E. Human Resources - Evan Ronken, Human Resources Director

Reported on two goals – update ESP job descriptions, create and implement mentorship program for ESPs. Shared goal with Finance and Operations – eliminate paper absences for office, custodial and nutrition services.

F. Finance and Operations - Ryan Tangen, Finance and Operations Director

Reported on four goals – benefit administration and open enrollment process; “Celebrate Nutrition” branding in school kitchens; Nutrition Services marketing; develop Buildings and Grounds cleaning manual for training staff and substitutes. Shared goal with Human Resources – eliminate paper absences for office, custodial and nutrition services.

G. Communications - Paul Downer, Communications Coordinator

First year in district, so shared what he has been working on – updated school brochures, Insider newsletter and school calendar; updated online presence such as website, third-party school ratings, expand Facebook presence and new Instragram channel, creating new school and program videos; reconstruction of staff website, web design and contend for schools, messaging support, serving as district representative in community organizations; upcoming efforts – develop referendum information, recruitment messaging, consistent, quality coverage of school year events and accomplishments.

4. Committee Reports

SL – WTC

Adjourned at 5:40 pm